Batch Processing

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Overview

What is it?

v A service provided by OCIO

v Validates and standardizes mailing addresses into the United States Postal Service (USPS) format

v Provides National Change of Address (NCOA) updates for your database

Advantages

v Provides standardized address information in your database

v Receive postal discounts for presorted bulk mailings

v NCOA provides current address information of your clients/customers

o Provides lower postal rate

o Provides updated addresses

v Can be utilized for mainframe data as well as server databases

Cost

v Address Validation/Standardization: One half cent (.005) per address plus time and material for job setup and any manual processing.

Getting Setup

To batch process addresses with the Address Validation Service you will need to be setup to process. To setup batch processing, follow these directions:

1. If this is the first time you have ever been to this site, click here and then use the "Login" link to gain access. Use your A&A account id and password to login.
2. After you have logged in press the "Request to join project" button. This step can be skipped if you have done this before.
3. Complete Batch Processing Request Form. (Requests are attempted to be completed in 2 business days) (See "Request Form Field Definitions" section below for help.)
4. Provide a file layout (column numbers and field description). Click here to view a recommended file layout.
5. Provde a sample of your batch file with minimum of 100 unique addresses for NCOA.
6. The location where the file should be picked up/dropped off (fileshare or FTP site). We can send/retrieve from your site, but you will need to provide a domain or IP address, username, and password. You can also use the shared FTP environment available through the State.

Request Form Field Definitions

- **Priority**: The value selected in this field along with the "Output Needed By" date will help us to understand how important this job is to be ran against others that might be also be requested or being worked on at the same time.
- **Assignee**: The name of the person who is working on this job.
- **eDAS Billing Code**: (*Required) The billing code this job is to be billed to. This billing code will be charged for any time spent setting up and running the job. This code will also be used for the per record fee that is currently of $0.005.
- **Status**: (*Required) The status of the request.

  - Open: The status when the job before it has been ran.
  - Closed: The status after the job has run and the output has been produced and ready for the customer.

- **Requesting Department**: (*Required) The name of the agency who is requesting this work. If this work is being requested on behalf of another agency, enter the agency name that is associated to the eDAS Billing Code.
- **Customer Name**: (*Required) The first and last name of individual who is entering the form data.
- **Customer Phone Number**: (*Required) A phone number for the person who is entering the form data.
- **Customer Email**: (*Required) An email address for the person who is entering the form data.
- **Input File Format**: (*Required) The type of file that is being supplied that will be used when the job is ran.

  - CSV: Each field in the input file is separated by a comma. (commas within a field must be removed)
  - Fixed Length: Each field in the input file is defined as a specific number of space.
- **Run Schedule**: (*Required) The frequency that the job should be ran.

  - None: The job is to be ran one time and or on no particular schedule.
  - Daily: The job is to be ran once every day.
  - Monthly: The job is to be ran once every month.
  - Quarterly: The job is to be ran once every quarter.
  - Yearly: The job is to be ran once every year.
- **Input File Name & Path**: (*Required) The location and name of the input file that will be used when the job is ran.
- **Mailing Piece Size**: (*Required) The type of mail piece dimension generic description that the USPS will expect.

  - See USPS Physical Standards documentation http://pe.usps.com/text/dmm300/101.htm
- **Mailing Piece Type**: (*Required) The type of mailing piece process the USPS will expect.

  - See USPS Physical Standards documentation http://pe.usps.com/text/dmm300/101.htm
- **10 Piece Weight in Pounds**: (*Required) The weight in lbs of 10 final full mailing pieces.
- **10 Piece Thickness in Inches**: (*Required) The thickness in inches of 10 final full mailing pieces.
- **Postage Type**: (*Required) The type of postage that will be used for each mailing piece.

  - See USPS Postage Payment Methods http://pe.usps.com/text/dmm300/604.htm#1170762
- **Mailing Class**: (*Required) The USPS postage delivery method requested for the mailing.

  - See USPS Mailer Services http://pe.usps.com/text/dmm300/507.htm#1112866
- **Job Run Type**: (*Required) Tell how this job will be started.

  - Manual: Job that is ran on demand by a person.
  - Automatic: Job that is monitored by the application are ran when a file is placed in a specified location. Usually used in conjunction with "Run Schedule".
- **Additional Output Files**: Job run artifacts that maybe needed for purposes such as mailings.

  - None: If nothing additional to the data output file is needed.
  - eDocumentation.pdf: USPS Postage Statement, NCOALink Summary Report, USPS Qualification Report, Presort Parameters Report
  - eReports.pdf: NCOALink Results Report, Ecass Report
  - eTags.pdf: Container Report, Container Tags
- **Output File Format**: (*Required) The type of file that is being produced by the job when it is ran.

  - CSV: Each field in the output file is separated by a comma.
  - Fixed Length: Each field in the output file is defined as a specific number of space.
- **Output Needed By**: (*Required) The date the output of this job is needed back to the customer.
- **Summary**: (*Required) The formal name of the job.
- **Details**: (*Required) A brief description of the project for which required this job to be requested.

Technical Details and FAQ

View Technical Details and FAQ